

# POSITION DESCRIPTION

## CORPORATION OF THE CITY OF UNLEY

### 1. JOB IDENTIFICATION:

**Title of Position:** CASUAL SWIMMING INSTRUCTOR  
**Business Unit:** COMMUNITY CONNECTIONS  
**Reports to:** AQUATICS SERVICES OFFICER  
**Classification:** USCE1

### 2. POSITION OBJECTIVES:

The position will:

- Teach water safety and swimming strokes to children and adults.
- Interact and communicate effectively with children and parents to ensure that they are aware of technique, skill level and progress.
- Increase awareness of other programs, and promotions organised at the Centre.
- Maintain order, control, and ensure appropriate behavior of class participants with particular attention to safety and proper use of facilities.
- Maintain and develop relationships with the Centre's customers, particularly parents and guardians of Learn to Swim students, by providing excellence in customer service.

### 3. KEY RESPONSIBILITIES:

- Deliver structured lesson plans for each lesson, extending across each term, to provide a high standard of teaching to ensure that program objectives are met.
- Have a commitment to the rostered swim teaching shifts over the course of each term.
- Be at the Centre 10 minutes prior to shift commencement to collect necessary equipment and prepare for the lessons.
- Be prepared to work in and/ or assist with other Centre activities (e.g Birthday Parties). You may be required to work across the Swimming Centre utilising the skills and qualifications obtained through further study and training (dependent on relevant qualifications).
- Attend scheduled training sessions and regular staff meetings.
- Promote all Centre facilities and programs.
- Communicate customer feedback to the Programs and Events Coordinator.
- Administer first aid and resuscitation when necessary.
- Participate in internal training and education programs.
- Maintain all essential qualifications for the position.
- Demonstrate and support the City of Unley's values when working with others and the community.



Better Together



Be Progressive



Strive for Excellence

**Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.**

### **Work Health and Safety (WHS) Responsibilities:**

- Actively support and contribute to the City of Unley's proactive safety culture by always demonstrating safe behaviours and respectful conduct.
- Identify and promptly report hazards, unsafe conditions, near misses, injuries, incidents, aggression, or property damage to their Program Coordinator.
- Take reasonable care for their own health and safety and ensure their actions do not adversely affect the health, safety, or wellbeing of others.
- Follow all requirements outlined in the City of Unley's WHS Management System, including relevant safe work procedures and emergency protocols.
- Attend required WHS inductions, training, and briefings, and follow all instructions, guidance, and safety advice provided.
- Use plant, equipment, and personal protective equipment correctly and only for its intended purpose and report any defects or damage.
- Immediately cease work and notify their leader if they believe a task presents an uncontrolled or serious risk.
- Raise concerns respectfully where tasks, workload, behaviours, or interactions may present physical or psychosocial risk.
- Support a respectful and inclusive environment free from bullying, harassment, discrimination, or inappropriate behaviour.
- Participate in safety discussions, reviews, or improvement activities where reasonably requested.
- Comply with emergency management procedures, including evacuation and incident response instructions.

### **SAFE ENVIRONMENT:**

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

## EQUAL OPPORTUNITY EMPLOYMENT:

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

**OUR VALUES** THE CITY of  
*Unley*

	<h3>Better Together</h3> <p><i>Looks like ...</i></p> <ul style="list-style-type: none"><li>• Everyone matters</li><li>• Embrace diversity and difference</li><li>• Work as a team</li><li>• Collaborate with others</li><li>• Show care and support</li><li>• Share information and share the load</li><li>• Celebrate the wins, and the effort to get there</li></ul>
	<h3>Be Progressive</h3> <p><i>Looks like ...</i></p> <ul style="list-style-type: none"><li>• Adapt, experiment and try new ways</li><li>• Be agile, open and take the right risks</li><li>• Seek new information &amp; perspectives</li><li>• Learn and grow</li><li>• Embrace challenge and take action</li><li>• Shape the future</li></ul>
	<h3>Strive for Excellence</h3> <p><i>Looks like ...</i></p> <ul style="list-style-type: none"><li>• Deliver our best work</li><li>• Set the benchmark high</li><li>• Be the best at getting better</li><li>• Reflect, evaluate and measure</li><li>• Achieve outstanding results</li><li>• Have pride in working for local government</li></ul>

#### 4. PERFORMANCE AND SKILL REQUIREMENTS:

##### a) Qualifications/Experience

###### Essential

- Current AUSTSWIM Teacher of Swimming and Water Safety (or equivalent recognised certification).
- Current Apply First Aid certification.
- Current Department Human Services (DHS) Working with Children Check. *This required to be maintained with this position and held current every five (5) years.*
- Current Safe Environments for Children and Young People *Through their eyes* (or equivalent recognised certificate).
- Experience working in an aquatic environment including supervision and instruction of children and adults.
- Experience delivering swimming lessons and supporting student development.
- Experience in similar or other swimming programs.

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**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

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###### Desirable

- Current Pool Lifeguard Award certification.
- Previous experience as an Instructor in Charge (IC) in a swim school setting.

##### b) Knowledge

###### Essential

- Knowledge of swimming safety, lesson planning and class management.
- Specialised knowledge in swimming instruction.
- Clear understanding of customer service principles and their application.

##### c) Skills

###### Essential

- Ability to supervise and manage groups of children effectively.
- Ability to work collaboratively in a team environment.
- Strong customer service skills.
- Effective verbal communication skills when working with students and customers.

##### d) Personal Attributes

###### Essential

- Positive and professional approach to teamwork and customer service.
- Sound communication and interpersonal skills.
- Ability to manage conflict situations calmly and effectively.

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By signing this position description, the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent: .....

Date: .....

Manager: .....

Date: .....